

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
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Authority/References KRS 196.035; KRS 197.020, 197.270, 197.275 ACA 4-4182, 4-4319, 4-4512 through 4-4521 CPP 14.3	Subject RELIGIOUS PROGRAMS	

The Department of Corrections adopts the U.S. Department of Justice, Federal Bureau of Prisons technical reference manual "Inmate Religious Beliefs and Practices" dated March 27, 2002.

I. DEFINITIONS

"Chaplain" means a correctional employee or approved volunteer authorized to provide religious counsel, instruction and advice to inmates and to provide a system of services or religious volunteers, ecclesiastical visitors and guests for inmates.

"Inmate Religious Beliefs and Practices Manual" means the U. S. Department of Justice, Federal Bureau of Prisons technical reference manual "Inmate Religious Beliefs and Practices" dated March 27, 2002.

"Religious diet" means any diet deemed essential by the Inmate Religious Beliefs and Practices manual.

"Religious items" means items associated with a particular religious faith which may include religious medallions, kufi cap, prayer rugs, crucifix, yarmulke, prayer beads, rosary, sacred eagle feathers, medicine bag or Star of David.

"Religious practice" means outwardly observable manifestations of religious beliefs including participating in congregations and meetings, engaging in rituals and ceremonies; praying, chanting, singing; wearing special items of clothing, jewelry, hair-styles or beards; adhering to special diets, and participating in special activities characteristic of a particular religion or adherents of a particular religion.

II. POLICY and PROCEDURES

- A. The Department of Corrections shall ensure that an inmate has the opportunity to participate in practices of his religious faith in accordance with the Inmate Religious Beliefs and Practices Manual.

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1. These practices include religious publications, religious symbols, congregational religious services, individual and group counseling, religious study classes, and religious diets.
 2. Religious practices shall be limited only by documentation showing a threat to the safety of persons involved in an activity or that the activity itself disrupts order in the institution.
- B. Each institution shall provide a chaplain who plans, directs and coordinates all aspects of the religious program including approval and training of both lay and clergy volunteers from faiths represented by the inmate population. In facilities with an average daily population of five hundred (500) or more inmates there shall be a least one (1) full-time chaplain. In facilities with less than five hundred (500) inmates, adequate religious staffing shall be available.
- C. If the chaplaincy staff or volunteers do not include a religious leader of an inmate's faith, the chaplain shall assist the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person may minister to the inmate under the supervision of the chaplain.
- D. The chaplain, in cooperation with the warden or designee, shall develop and maintain communications with faith communities and approve donations of equipment or materials for use in religious programs.
- E. The Director of Operations/Programs shall have final authority over publications, services, volunteers and other operations of religious services to insure that each institution adheres to the same procedures. Inmates may not have special services or receive certain literature, religious icons, and or other religious items at one particular institution but not at another.
- F. Chaplain's Responsibilities

The chaplain shall:

1. assure equal status and protection for all approved religions;
2. coordinate scheduling of all religious programs;
3. have access to all areas of the institution. He shall visit special management program areas as required by CPP 10.2;
4. develop and maintain close relationships with community religious resources;
5. supervise all chaplaincy students; and

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6. coordinate and supervise all religious volunteers in accordance with CPP 26.1;

G. Religious Programming

1. The provisions of Federal Bureau of Prisons Technical Reference Manual notwithstanding, the following religious practices and activities shall not be authorized:
 - a. Animal sacrifice;
 - b. Language or behavior that may reasonably be construed as a threat to safety, security, or the orderly running of the institution;
 - c. Nudity;
 - d. Self mutilation;
 - e. Use, display, or possession of weapons or what appear to be weapons;
 - f. Paramilitary exercises;
 - g. Self-defense training;
 - h. Sexual acts;
 - i. Profanity;
 - j. Consumption of alcohol;
 - k. Ingestion of illegal substances;
 - l. Proselytizing;
 - m. Inscription;
 - n. Discouragement of other religions; or
 - o. Use of candles or open flames inside any building.
2. The institution shall provide space and equipment adequate for the conduct and administration of each religious program.

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- a. In an institution that uses a common worship area, adequate space shall be provided for religious emblems and other items used during worship.
- b. The institution shall maintain a basic library of religious reading materials, which shall include required literature of faiths represented by the inmate population.

3. Services and Ceremonies

- a. Each institution shall provide religious services pursuant to this policy.
- b. A specific religious service and ceremony may be provided based upon the inmate's stated religious preference.

4. Religious Headwear

- a. In order to achieve uniformity, inmates who have expressed a religious preference listed below are authorized to wear the following religious headwear in the institution as follows:

Jewish	yarmulke	white
Moorish Science Temple of America	kufi	white crochet cap
Muslim	kufi	white crochet cap
Native American	headband	multi-colored
Rastafarian	Crown	Multi-colored (red yellow and green threads running through a black cap)
Sikh	Turban	White

Headbands worn in the institution may not contain graphics or writing. All crowns shall not have a bill. Headbands may be worn only in a circle covering the forehead, but not the crown of the head. Inmates shall be allowed 3 items of religious headwear.

b. Ceremonial Headwear

Inmates who have expressed a religious preference may wear the following ceremonial headwear in the chapel only, not to be worn to and from the chapel or in any other area of the institution:

Moorish Science Temple	fez	red
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of American		
Odinist/Asatru	Hlath (hlad)	Brown with one or more embroidered runes

The authorized hlath shall contain embroidered runes. Plain headbands without runes shall not be authorized. Inmates may be authorized one item of ceremonial headwear.

c. Religious attire for women

Scarves and head wraps may be authorized for female inmates who have identified a religious preference of Muslim, Jewish, Native American, Rastafarian, and those of the orthodox Christian tradition:

Jewish	Scarf	White or off-white
MST of A	Scarf	White or off-white
Muslim	Hijab	White or off-white
Nation of Islam	Scarf	White or off-white
Rastafarian	Scarf	White or off-white
Orthodox Christian	Scarf	White or off-white
Native American	Headband	Multi-colored

Inmates shall be allowed three scarves or head wraps.

5. Religious Objects and Literature

All institutions shall permit an inmate to possess items essential to the practice of his particular religious faith if the items are not a threat to institutional security.

6. Religious Diets

The department shall, to the extent it is feasible and within appropriate institutional resources, provide each inmate with the opportunity to satisfy the minimum dietary requirements deemed essential by Inmate Religious Beliefs and Practices Manual. Religious diets shall be included in the Department of Corrections' master menu. Any request for a religious diet not included in the master menu shall be reviewed by the Director of Operations/ Programs.

7. Religious Funding

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- a. A chapel fund, apart from the institutional budget, may be established for the religious program and may be used for the following:
 - 1) Purchase of religious literature, music, and other materials;
 - 2) Purchase of equipment, including sound and music equipment, for operation and maintenance of the program; and
 - 3) Funding social events or supplying refreshments for special events.
- b. Any inmate may donate to the chapel fund.
- c. A donation by a private citizen and community group may be accepted into the fund.
- d. Any request for an expenditure of chapel funds shall be submitted by the chaplain to the Warden or his designee for final approval.
- e. A requisition shall describe the purchase or expenditure and a brief justification.
- f. A separate checking account requiring signatures of any two (2) of the following shall be maintained for the chapel fund:
 - 1) Chaplain;
 - 2) Warden; or
 - 3) Deputy Warden.
- g. Inmate Faith Groups

An inmate faith group shall not engage in any fund raising activity.

8. New Religious Components

If a request is made for a religious service not represented at the institution, the Chaplain shall consult the Inmate Religious Beliefs and Practices Manual.

- a. If the request is in compliance with the Inmate Religious Beliefs and Practices Manual, it shall be implemented.

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- b. If a request for a religion or religious practice is not represented in the Inmate Religious Beliefs and Practices Manual, then the request shall be denied.
- c. Documentation of the request and action taken shall be forwarded to the Director of Operations/Programs.

9. Inmate Responsibilities

- a. Upon entry into the correctional system, an inmate's religious preference shall be recorded on the inmate I.D. form.
- b. After six (6) months, an inmate may change his religious preference by contacting the Classification and Treatment Officer.
- c. It shall be the inmate's responsibility to seek a job or program assignment that does not conflict with his beliefs and practices.
- d. An inmate request for a special service or ceremony shall be made at least forty-five (45) days prior to the requested date. This request shall be made in writing to the chaplain with appropriate justification.

In order to ensure consistency of religious programming, any special request shall be referred through the institutional administration to the Director of Operations/Programs for appropriate action.

III. STAFF MEETINGS AND TRAINING

The Department of Corrections' chaplains and religious staff shall meet on a quarterly basis to address issues pertaining to religious services. These meetings shall be coordinated through the office of the Director of Operations/Programs.